

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503

USAFACFS Regulation
No. 37-2

1 August 2000

Financial Management
HEADQUARTERS, USAFACFS GOVERNMENT TRAVEL CHARGE CARD PROGRAM

1. PURPOSE. This is to ensure the government travel charge card is used only for official government travel and travel related expenses in accordance with the terms and provisions of the issuance of these cards.

2. REFERENCES.

a. Memorandum, ASA(FO), 27 April 2000, subject: Final Army Guidance on Implementation of the Travel and Transportation Reform Act (TTRA) of 1998.

b. Memorandum, ATZR-R, 4 August 1999, subject: Fort Sill Travel Charge Card and Advance Policy.

c. TRADOC Regulation 37-3, Government Travel Charge Card Program, 26 July 1999.

d. Department of Defense Financial Management Regulations, Volume 9, Chapter 3, December 1996.

e. DFAS-IN Regulation 37-1, Finance and Accounting Policy Implementation, 18 September 1995, section XIV (paragraphs 39-55 through 39-61 are superseded by reference 2a).

f. HQDA Letter 37-97-1, Government Travel Charge Card Program, 14 August 1997.

g. HQDA, ASAM&RA, Employee Relations Bulletin #86, 4 April 1997.

h. Joint Travel Regulation, Volume 2, (Civilian Personnel).

i. Joint Federal Travel Regulation, Volume 1 (Military Personnel).

j. Uniform Code of Military Justice.

*This publication supersedes USAFACFS Reg 37-2, 13 January 1998.

3. SCOPE. This regulation establishes local policy, responsibilities, and administrative procedures related to the Government Travel Charge Card Program and applies to all soldiers and civilians assigned to Fort Sill, Oklahoma.

4. GENERAL.

a. Program. The Government Travel Card Program provides charge cards to government employees (military and civilian) that perform Temporary Duty (TDY). The intent of this program is to minimize cash requirements for the Department of Defense and to effectively manage financial resources. In addition, use of the government travel card results in rebates to the Army for support in funding year-end projects based on project priorities. Increased use of the card means increased rebates to Army installations.

b. Travel Charge Card. The travel charge card is specifically authorized for paying official government travel and related expenses, including lodging, meals, and other incidental expenses as authorized by current Joint Travel regulations. Use this card whenever possible. However, the Government employee may incur legitimate travel expenses when a vendor will not accept the card. Examples of such expenses include, but are not limited to, local transportation fares, taxis, parking, limited laundry and dry cleaning, expenses incurred at a vendor that does not accept the card, meals in restaurants that do not accept the card, group dining situations and other meals when use of the card would be impractical, and telephone calls when a government calling card is available for use in accordance with agency policy. The travel card is not for personal or nonofficial business use.

c. Reports. Specific report procedures were established by GSA contract and implemented, IAW reference 2.d, to allow commanders and supervisors oversight of the program. These control procedures include the requirement for the GSA contracted card provider (GSA Contractor) to develop monthly reports on cardholder usage and provide these reports to the Agency Program Coordinator (APC). Reports identify all accounts by name with an itemized listing of all charges including location, merchant, and total amount of each charge/transaction. The reports also identify any delinquent charges or accounts. This information is safeguarded in accordance with privacy act requirements. Access is limited to APC, supervisor, and commander.

5. CARDHOLDER ELIGIBILITY AND TRAVEL ADVANCES.

a. Cardholders and Eligible Cardholders. The Government Travel Charge Card can only be issued to permanently assigned

military and civilian personnel. Cardholders and eligible cardholders include all individuals who have a Government Travel Card and those who are authorized to have a card. Eligible cardholders who elect not to obtain a Government Travel Card will be denied travel advances via EFT and will be required to use their personal funds to fund the TDY travel. They must submit a travel claim for reimbursement to the DFAS-Lawton Operating Location (DFAS-LW OPLOC) upon completion of TDY travel. All existing cardholders and eligible cardholders are required to use the Travel Charge Card to obtain advances from the automated teller machine (ATM) and will not be authorized to obtain travel advances via Electronic Funds Transfer (EFT) from the DFAS-LW OPLOC. The ATM limits for cash advances, for travelers using the travel charge card, is \$500 per month/billing cycle for standard cards and \$200 per month/billing cycle for restricted cards. The cardholder is expressly prohibited from using the travel charge card for any personal reasons. Obtain exceptions to the standard ATM cash limit on a case-by-case basis by contacting the Installation Program Manager, Directorate of Resource Management at 442-4850. See paragraph 6e below for obtaining travel advances due to emergency situations.

b. Ineligible Cardholders. Ineligible cardholders include individuals who have been denied a card, or whose card has been suspended or canceled because of misuse or delinquency. For instance--

(1) The installation does not require sergeants (E-5) and below to obtain Travel Charge Cards. These individuals may obtain a card if the commander/director approves the card application. For those individuals who obtain a card, they will obtain travel advances for official travel and related expenses by ATM. However, sergeants (E-5) and below who do not have a card are authorized to obtain travel advances for official travel and related expenses by EFT and must forward a DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) to DFAS-LW OPLOC. The DD Form 1610 must cite in Block 16 (Remarks) that the individual is an "ineligible cardholder."

(2) Temporary employees are not eligible to obtain a card and may obtain travel advances for official travel and related expenses by EFT when authorized by their Commander/Director. These individuals must forward a DD Form 1610 for travel advances to DFAS-LW OPLOC when authorized. The DD Form 1610 must cite in Block 16 that the individual is an "ineligible cardholder."

(3) Field Artillery Officer Basic Course students in TDY status are ineligible for the Government Travel Card. However, they are authorized to obtain the initial travel advance and subsequent partials/accruals via EFT from DFAS-LW OPLOC and are

required to file partial settlement vouchers every 30 days. Travelers are required to submit DD Form 1351-2 (Travel Voucher or Subvoucher), DD Form 1610, and the lodging receipt with each partial settlement submission. Upon completion of the course, travelers are authorized to receive the final partial via EFT prior to departing Fort Sill for permanent change of station. The DD Form 1610 must cite in Block 16 that the individual is an "ineligible cardholder."

(4) Soldiers and civilians who are not authorized to have a card because their card was suspended or canceled due to misuse or delinquency are authorized to obtain a travel advance for official travel and related expenses by EFT. These individuals must forward a DD Form 1610 for travel advances to DFAS-LW OPLOC. The DD Form 1610 must cite in Block 16 that the individual is an "ineligible cardholder."

c. All DD Forms 1610 must cite in Block 16 if the traveler is a "cardholder" or "eligible cardholder" or "ineligible cardholder." DD Forms 1610 without such identification will be processed as "eligible cardholders."

d. Individuals who are eligible to obtain the Government Travel Card, but do not currently have one should contact the APC of their organization for a Travel Charge Card Application.

e. Emergency Situations. For "limited" emergency situations, travelers may obtain advances through EFT when authorized in writing by the first commander/director (military O-5 and above; civilian GS-14 and above) in the chain of command of their organization. Limited emergency situations include those events above and beyond the control of the impacted individual. Complete and sign the attached form letter (enclosure). This form letter must accompany the DD Form 1610. Forward both documents to the Director or Deputy Director of the DFAS-LW OPLOC for approval prior to issuance of travel advance via EFT.

6. PROCEDURES. In order to ensure that our assigned military personnel and civilians understand and comply with the provisions of the Government Travel Charge Card Program, we will enforce the following procedures.

a. Inprocessing. The APC or representative will brief all newly assigned personnel on the provisions of the Government Travel Charge Card Program. All personnel will sign a "Statement of Understanding" and will receive a copy of this regulation.

b. Reassignment. Personnel permanently changing stations (PCS) are required to outprocess through their APC, but are not

required to cancel the travel charge card. However, they will contact their gaining APC immediately upon arrival to have their account transferred. If the account is not transferred within 10 days after the PCS reporting date, the APC at the losing activity will transfer the account to the new gaining station. If the new gaining station is unknown, the APC will deactivate the account.

c. Termination of Employment. When the cardholder is separating, retiring, or employment is being terminated, the APC will provide written notification to the GSA Contractor that the employee is no longer entitled to travel charge card privileges.

d. Review Reports. The APC will review all monthly reports and refer all questionable charges to the supervisor of the travel cardholder for clarifications. Supervisors have a management responsibility to apply appropriate oversight for assurances that government responsibilities are carried out by all cardholders in their organization. The supervisor and/or commander will be notified of all unauthorized charges.

e. Timely Payment. When an employee returns from TDY, the immediate supervisor will ensure the employee files their travel voucher within 5 working days to expedite travel reimbursement; ensuring funds are on hand for timely payment of their charge card account. For extended TDY over 30 days, travelers will file partial travel claims for reimbursement every 30 days or until travel is completed.

f. 60 Day Delinquency. The APC will notify the supervisor and the individual account holder when an account is 60 days delinquent. The supervisor will work directly with the account holder to identify any extenuating circumstances (such as long-term TDY or late reimbursement for travel expense claims) that may have caused late payments. Provide the information to the APC so the GSA Contractor can be notified. In the absence of such circumstances, the GSA Contractor will suspend the charge card until complete payment is made. If a cardholder is 60 days delinquent, the commander/director (TRADOC units/activities) will forward documentation of corrective action taken regarding the delinquency to the appropriate APC with copy furnished to ATZR-RM, ATTN: Installation Program Manager.

g. 90 Day Delinquency. If a cardholder is delinquent 90 days or more, cancel the individual's card unless there are extenuating circumstances. Make requests not to cancel a cardholder's card in writing to the O6, brigade level commander in the cardholder's chain of command. The cardholder is still liable for any outstanding balance due.

7. RESPONSIBILITIES.

a. U.S. Army. The U.S. Government is not liable for payment of charges incurred by cardholders.

b. Commanders/Supervisors. Commanders/supervisors will ensure they have an APC appointed to support their organization. First-line supervisors will officially counsel cardholders if their account becomes delinquent or if there are clear indications that they have misused their travel charge cards (e.g., unauthorized charges or unauthorized ATM use). The supervisor or commander can cancel any travel charge card at any time. Commanders/supervisors will also ensure that proper internal controls (e.g. clearing and outprocessing procedures) are established to monitor their travel charge card program.

c. APC. The APC will review the account status and account listings of the cardholders within their organization on a monthly basis. The APC will ensure that the account listings of their individual account holders are current and only reflect assigned Fort Sill personnel. For cardholders that are no longer assigned to Fort Sill due to retirement, transfer to new duty station, or separation from military service, APCs will initiate the appropriate actions with the GSA Contractor during clearing and outprocessing process. APCs will maintain their program IAW regulatory guidance listed in paragraph 2.

d. Cardholder. All cardholders should use the travel charge card for lodging and expenses related to government TDY. He/she will sign a "Statement of Understanding" and abide by the terms and conditions of it and of the cardholder agreement provided by the GSA Contractor. The cardholder is responsible for making payment for all charges incurred using the travel charge card.

8. PUNISHMENT FOR ABUSE. This is a general order. Unauthorized use of the travel charge card or failure of supervisors to properly review monthly reports or provide required supervisory oversight IAW paragraph 6e of this regulation will constitute a violation of this regulation and may subject military personnel to disciplinary action founded on articles of the Uniform Code of Military Justice. Violation by civilian personnel may result in appropriate disciplinary action, including termination IAW HQDA, ASAM&RA, Employee Relations Bulletin #86. IAW paragraph 18 of HQDA Letter 37-97-1, supervisors will contact the Staff Judge Advocate Office and/or Civilian Personnel Office for guidance on what is appropriate action in the case of a delinquent cardholder.

Office Symbol (MARKS Number) DATE

MEMORANDUM FOR Director/Deputy Director, DFAS

SUBJECT: Emergency Travel Advance Via EFT

Due to an emergency situation above and beyond the control of this organization, Individual is approved to obtain a travel advance via EFT from the DFAS-Lawton Operating Location.

Commander/Director
Signature Block

(ATZR-R)

FOR THE COMMANDER:



DAVID C. RALSTON
Colonel, FA
Chief of Staff

PHYLLIS R. BACON
Director of Information
Management

DISTRIBUTION:
Fort Sill Internet